

ANNOUNCEMENT NUMBER: 14-33

OPEN TO: All Interested Candidates

POSITION: Shipment Clerk; FSN-06; FP-08
FSN-05; FP-9 trainee level may be established
depending on qualifications and experience

OPENING DATE: 10/03/2014

CLOSING DATE: 10/17/2014

WORK HOURS: Full Time (40 hours per week)

SALARY: Salary and Grade will be based on the
qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details visit: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified** individuals for the position of Shipment Clerk in the General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent reports directly to the Shipment Assistant and is responsible for all matters, tasks, and actions involving shipment (incoming and outgoing) of Household Effect (HHE), Unaccompanied Air Baggage (UAB), Personal Owned Vehicle (POV), Official Vehicle (OV), and all other goods pertaining to ICASS Subscribers, the American International School, and visitors (TDY) to the Mission. Exoneration, customs clearances and vehicle clearances comprise a significant portion of the requirements.

A complete position description is available in the Human Resources (HR) Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: U.S. high school diploma or host country equivalent is required. Some business/commercial training is required.

Prior Work Experience: Two years of experience in shipping or customs.

Language: Level IV (Fluent) speaking, reading and writing French are required. Level III (Good working knowledge) English speaking, reading and writing is required. English will be tested.

Knowledge: Thorough working knowledge of Government of Niger (GON) customs and transportation regulations.

Skills & Abilities: Must be able to type 30 WPM. Typing will be tested. Strong computer skills (Microsoft Word, Excel spreadsheets and other computer programs). Ability to translate documents from French to English and vice versa.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Member (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualification above in the application.

Applicants must be able to obtain and hold a secret level security clearance to be eligible for this position. EFM must have at least 12 months remaining at post.

ADDITIONAL SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested Candidates should submit the following:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174); <http://Niamey.USEmbassy.gov> or a current resume or curriculum vitae that provides the same information as an DS-174; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. A copy of U.S. high school diploma or host country equivalent.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy Niamey, Niger
Attention: Regional Human Resources Officer

POINT OF CONTACT

Regional Human Resources Officer (RHRO)
Telephone: (227) 20-72-26-62/63, Ext. 4015 or 4479

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: 10/17/2014 at 13:00.

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.